

B+G 1-GR

ORD 0149-88



18 MAR 1988

MEMORANDUM FOR: Director of Logistics

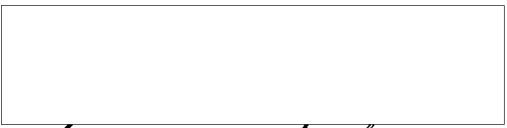

FROM: Philip K. Eckman
Director of Research and Development

SUBJECT: Additional Leased Parking Spaces in Rosslyn

1. The Office of Research and Development (ORD) requests your approval to lease an additional ten (10) commercial parking spaces in the Rosslyn area for use by ORD employees.

2. Historically, ORD's operations, recruitment efforts, and retention rates have been severely hampered by the lack of sufficient parking spaces for our employees. The original authorization for ORD to lease the current ☐ commercial parking spaces (with ORD funds) has had a very positive impact on our marketability. ORD has been so successful in attracting new employees that this fiscal year is the first in several we have met our authorized personnel ceiling. FY-88 has also been the first year in which ORD has participated heavily in the Agency's many different student programs, i.e., Student Trainee, Minority Undergraduate, Stokes Scholar, Graduate Fellow, Urban Fellow and Scholars-in-Residence. ORD will continue to take full advantage of these programs to find the specialized technical individuals we seek. The ability to continue to offer parking to our employees will not only help us maintain our success in external recruitment (and retention), but also to attract employees from other Directorate and Agency components for rotational assignments. It is also clear that our overall office morale has been considerably enhanced.

3. ORD is prepared to fund (approximately \$7800. per year) and administer the additional spaces. Your approval is requested for leasing an additional ☐ commercial parking spaces in Rosslyn.


Philip K. EckmanAPPROVED: Telephone Approval given by ADDA on 1 April 1988.
CONCUR:
Director of Logistics4/4/88
Date

ADMIN-INTERNAL USE ONLY

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